

California International Registration Plan (IRP) 2009 Renewal Instructions



PLEASE READ THESE INSTRUCTIONS BEFORE COMPLETING YOUR RENEWAL APPLICATION

PAGE NUMBER	PAGE NAME	INSTRUCTIONS
1	Carrier Information (Schedule A)	<ul style="list-style-type: none"> If corrections or changes to the information are necessary, enter the correct information in the blank spaces to the right of the printed information. USDOT and Taxpayer Identification Numbers (FEIN or SSN) must be provided This form must be signed and dated.
2	Carrier Information (continuation – Schedule A)	<ul style="list-style-type: none"> When reporting a change of business address, new basing documents will be required. Refer to the IRP Handbook, Chapter 4 for instructions. Registration Service Agent Authorization is only valid for a calendar year and must be renewed each year. Complete this section only if you are authorizing a registration service agent to complete and submit IRP applications on your behalf.
3	Schedule B	<ul style="list-style-type: none"> The information entered on this page determines which jurisdiction will be listed on cab card. The fees are calculated according to the actual mileage accrued in each jurisdiction in which the fleet traveled during the reporting period and the estimated mileage for each jurisdiction which the carrier may travel. This form must be completed, signed and dated by an authorized registrant employee or agent. For the 2009 Renewal, the carrier must report distance traveled in each jurisdiction during the distance-reporting period (July 1, 007 through June 30, 2008). Refer to the IRP Handbook, Chapter 6 for information regarding the Staggered Registration Reporting Period.
4	Renewal Summary	Complete this page to record adjustments to the preprinted vehicle totals and compute the total fees due.
5	Vehicle Information (a registrant may have more than one page depending on how many vehicles are in the fleet)	<p>Review this section and make sure all the information for each vehicle is correct.</p> <p><u>ACTION</u> (instructions - bottom of this page):</p> <ul style="list-style-type: none"> Put a “D” in the action column if you wish to “delete” a vehicle from the renewal. Put a “C” in the action column if you wish to “change” vehicle information. <p><u>SAFETY CHANGE IND</u> (instructions - bottom of this page):</p> <ul style="list-style-type: none"> Put a “Y” if the responsibility for the safety of this vehicle is expected to change during the registration year.

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6	Vehicle Information (continuation)	<ul style="list-style-type: none"> The top portion of this page – enter any vehicles that were added to your fleet the previous registration year, that are not shown on your 2009 Renewal Notice. The bottom portion of this page – enter any deleted vehicles that were added to your fleet the previous registration year that are not shown on your 2009 Renewal Notice and were not deleted from your fleet in the previous registration year.
IRP INFORMATION AND CHANGES:		
BILLING	<p>The IRP Billing has a new format and contains the following information:</p> <p>Billing (Page 1)</p> <ul style="list-style-type: none"> Top left side of the billing – Date, Registrant and/or Company name and address. Top right side of the billing – U.S. DOT Number, Account Number, Fleet Number, Supplement Number, Renewal MM/YY, Number of Registration Months and Invoiced Vehicles. Center of the billing - Total fees due for California and the foreign jurisdictions. Bottom portion of the billing – Instructions regarding payment and IRP Operations contact phone number. <p>Billing (Page 2)</p> <ul style="list-style-type: none"> Top portion of this billing has the same information as Page 1 (see above). Center of the billing – Foreign Jurisdiction fees due (Jurisdiction, Mileage percentage, Charges and Credit and Net Due) 	
INVOICE STATEMENT	<p>This is a new document that contains the following information regarding the type of supplement transaction and payment activity of the carriers IRP account:</p> <p>Invoice Statement (Page 1)</p> <ul style="list-style-type: none"> Top left side of the billing – Date, Registrant and/or Company name and address. Top right side of the billing – U.S. DOT, Account Number, and Fleet Number. Center of the page contains a breakdown of the registrants activity: <ul style="list-style-type: none"> Activity – the type of supplement transaction, total IRP supplement activity, payment received, total payment received and total due Original Invoice Date – Supplement date Prior Payments – list of payments received Amount Due – list of payments due according to each supplement transaction, total payment received and amount due. <p>Note: <i>The carrier must return the Invoice Statement to DMV with their payment.</i></p> <p>Invoice Statement (Page 2 – if applicable)</p> <ul style="list-style-type: none"> This page contains information when fees are due and when an application was processed. 	